

DD/A Registry

File Contracts

DD/S&T# 1843-79

5 APR 1979

DD/A Registry

79-1524

MEMORANDUM FOR: Director of Logistics

THROUGH : Deputy Director for Science and Technology
Director of Personnel
Deputy Director for Administration

SUBJECT : Request for Program Approval to Continue Industrial
Contracting Services for [] Typing

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1. Paragraph 5 requests your concurrence in program approval to continue industrial contracting services for typing the [] until production is automated.

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2. Manual typing of the [] continues as a result of cancellation of [] automated text-editing system. ORD has just completed another study of automation and [] plans to go forward with a Request for Proposal once funds become available. Until a computer-supported system is in operation (at the end of FY 1981 at the earliest), [] must rely on contract typing to produce its 422-page []

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3. Beginning in 1974, in anticipation of automated operations, [] has gradually given up the majority of its typist positions. Since then, it has relied on contract typing services to produce the [] was awarded the initial contract in 1974 on the basis of competitive bids. This contract was extended and/or renewed for the years 1975-1978. [] resumed the bidding process for FY 1979, and [] was awarded the contract.

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4. Since we plan to submit the FY 1980 contract for bids, we wish to start the process as soon as possible to insure the availability of typing services at the beginning of the fiscal year. [] requires these services on a daily basis without break. This will be crucial if a firm other than [] awarded the contract.

5. We request your concurrence in program approval to continue industrial contracting for services as described above until [] production is automated.

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